



Green Valley Villas West
Condominium Association
October 2019 Newsletter*

Villas West Office

Mailing Address:

PO Box 120
Green Valley, AZ 85622

Location Address:

460 S. Paseo Quinta

Phone: (520) 393-7891

Fax: (520) 393-7893

After Hours Emergency:**

(520) 256-5779

Office Hours: 8am-12pm & 1pm-4pm

Monday – Friday (Closed during Board Meetings)

Email address: admin@villaswest.org

Website: www.villaswest.org

General Manager: Cathy Russell, email at
gm@villaswest.org

Bookkeeper: Diane Lizarraga, email at
finance@villaswest.org

Administrative Assistant: Nina Gallego, email at
admin@villaswest.org

****Emergencies include:** major water leaks,
heating/cooling and exterior sewer line problems.
However, we cannot respond after dark or during
inclement weather. After hours emergency service is
NOT available for turning on water/lighting water heater.

Board of Directors

Jim Becker: President
(term ends 2/2020)

Tim Schaid: Vice President
(term ends 2/2021)

Chris Fisher: Treasurer
(term ends 2/2022)

Mary Meister: Secretary
(term ends 2/2022)

Lila Szedlus: Director
(term ends 2/2020)

Committee

Assignments

Architectural:

Jim Becker

Budget and Finance:

Chris Fisher

Maintenance:

Tim Schaid

Communications &

Documents:

Mary Meister

Grounds: Lila Szedlus

Social Activities:

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What's in The Newsletter

- Summary of “What’s New and Important”
- President’s Message
- General Manager’s Message
- October 9, 2019 Board Meeting Summary
- Homeowner Reminders
- Calendar of Events
- Classified Advertising
- Local Services/Titan Trash (Garbage and Recycling)

What’s New and Important

Streets

- Street project to start with crack repairs December 10th and 11th. Cars will need to be moved but you will be able to drive on the repaired cracks as soon as they are finished. Phase 1 includes Pena North of Penasco, Quinta south of Penasco, Tierra north of Penasco and a small section of the Tierra round-about near the Tierra Townhouses. Additional notice will be given later to those impacted.
- We have received approval from the GV Fire Department to close off Tierra from the community to the west. Access for the townhouses at the south end of Tierra will still have access (as they contribute to our street maintenance). We are hoping to have these closed off before the start of the street project.

Sewers

- Sewer project continues. **Please DO NOT put anything down toilet except toilet paper (NO WIPES of any kind even if they say flushable – they do not break down fast enough and clog system (a problem across the country).**

Board Openings

- There are two (2) openings on the board. To run for the board you must be an owner in good standing. Board application forms are available on the website and in the office. Applications due in office by Wednesday, November 27th at Noon. We need owners who have talents to contribute to consider volunteering their time to our community.

What's New and Important

New Office Staff

- New bookkeeper, Diane Lizarrage has joined the team with lots of experience in bookkeeping for HOA's and the new software system Caliber.
- If you submitted an encroachment form recently you need to resubmit – sorry for the inconvenience caused by bookkeeping dept. changeover.

Owner/Tenant Orientation Meeting

- Held the 3rd Friday of the month. Call the office to sign up. Meet at 11:30 a.m. in maintenance room south of the office. Covers many of the issues related to living in Villas West.

Potential "Town Hall" Owner Meeting With Board

- Due to the limited time usually available for owner comments and input at regular board meetings (where the board conducts HOA business), the board is looking into having a special owner's meeting (or town hall type meeting) with the board to provide a greater opportunity for owners to express concerns, suggestions, problem/solution ideas, etc. More information on this will be coming soon.

Next Board Meeting

November 12 at 9:30 a.m. (Open to all OWNERS only; not tenants)

Location: Friends in Deed, 301 W. Camino Casa Verde, Room D, Green Valley, AZ

Voter Packets to Be Sent Out Early December

- A reminder to owners that we need your correct mailing address so that packets are not returned. Please update your contact information with the office (villa address, owner name(s), mailing address, phone number, email address).

Upcoming Activities

Octoberfest Pot Luck October 19th – Saturday (we provide the beer, brats, music – bring something to share): Penasco Park from 1-3 p.m.

November Fun in the Sun – November 14, 9-11 a.m. If you want to bring goodies, let Lila know so she will order fewer donuts.

Patio Sale – November 23, 8 a.m. until noon. Must sign up at the office.

Annual Christmas Party – December 14, 2019. Must sign up in office.

Important Reminder: The Newsletter is no longer mailed to owners unless you call the office to request. Available in the office or on the Website – check Website often for new information.

President's Message by Jim Becker

Welcome back to all of the returning residents and thank you for all who attended the October Board Meeting.

Villas West is a very complicated HOA in a big complicated world. It is a very difficult task to maintain the high level of standards that we have set for ourselves. We have a lot of complex issues to manage on a daily basis. We all try to do what is best for Villas West (the Board, employees, and residents).

I believe we are on a path to accomplish the goal of maintaining this high standard by continuing to move in a positive direction. We still have a long way to go.

In the past year we have had several concerns that we have addressed: from worn out roofs, broken down sewers, maintenance of streets and many other issues. We have been proactive in addressing these issues and defining and implementing solutions. We are doing very well, but I believe there is a lot of room for improvement.

The support of homeowners and residents to accomplish these lofty goals is greatly appreciated.

At the October 8, 2019 Board Meeting a question was raised about the responsibility of Villas West HOA. Our governing documents spell it out. Basically, *the HOA responsibility is to maintain the common grounds, the exterior of all buildings, the water and sewer system, the heating and air conditioning system, and water heaters.* As far as any legal issues concerning home owners and residents, it is strictly a home owner's responsibility and should be dealt with by the authorities.

Thank you for your patience, understanding and great support.

Jim

General Manager’s Message by Cathy Russell

Welcome back everyone, Here’s to a great season for Villas West. I want to thank everyone for their patience while we implement our new software, Caliber. We have been diligently getting it ready so our owners can finally have better access to their Villa account through an Owner Portal. This will allow owners to view status of work orders, Architectural and Landscape requests and for financial accounts.

We announced at our first meeting that the 1st phase of our street preservation will be done December 10th and 11th. Announcements and schedules will be going out for this.

We finally have written permission from the Green Valley Fire Department to permanently close off the street access to the neighborhood to the west of Villas West on Paseo Tierra. We will complete the restricted access project before they start our street preservation in December.

Please be aware of your surroundings; we do have wildlife including snakes. Stay on the sidewalks and in the evening always take a flashlight.



“May you Fall in love with October
and all the beauty it brings,
May your life be as colorful as
the turning of the leaves,
On each blessed autumn day”
— Charmaine J. Forde

October 8, 2019 Board of Directors Meeting
Summary of Manager's Report by Cathy Russell

- First, Dorothy resigned on September 6th for personal reasons – we have a new bookkeeper, Diane Lizarraga who comes with a solid history of HOA finance and experience with our new software – she will be a great addition to the team.
- The Owner/tenant orientation has been successful so it will continue as long as there is interest – benefited both Villas West residents and new owners.
- I met with the Green Valley Fire Department over the summer and they granted permission for Villas West to close off the open streets on Tierra – this will enhance the community and maintain/increase property values.
- Two open seats on board. Applications available on website and in office. Deadline for turning in application is November 29th at noon (Friday). Please consider offering your talents to the community.
- We have changed our office/accounting software to Caliber. This software comes with an Owner Portal for you to set up your account and maintain it online. You will be able to view your account, view work order process, make online payments and set up your ACH if you wish. You will be able to access the portal through the website or mobile phone.
- Reminder: the staff works hard, and the crew is allowed to take breaks by law. Staff often get pulled off one thing to address another problem. All staff members deserve to be treated with respect. If you have a concern, please see me rather than yelling at or disrespecting employees.
- Street preservation will start December 10-11. Holbrook Asphalt is now our contractor for street repair.
- If you submitted an encroachment form, please resubmit – bookkeeping changeover created a few problems – sorry for the inconvenience.

October 8, 2019 Board of Directors Meeting
Summary of Treasurer's Report by Chris Fisher

The Operating Fund received \$1,102,030 year to date through August 2019, which is \$2,160 over budget. This number reflects pre-paid assessments received from owners. Operating expenses Year to date were \$938,000, for a net increase of \$163,430, which was more than budget projections by \$41,243. After a contribution of \$235,000 to the Reserve Fund we had a net decrease of \$41,232.

The Major Maintenance Fund showed a decrease of \$110,763 year to date after contribution and expenses through August 2019. The expenditures included \$279,614 for roof replacements and \$99,600 in HVAC replacements.

Account Balances as of August 31, 2019 were: Operating Fund of \$56,442, and Reserve Fund of \$2,509,459. Fixed Assets have a Net Book Value of \$535,847.

See following pages for additional details.

Green Valley Villas West Condominium Association – October 2019 Newsletter

CONDENSED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION As of August 31, 2019

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
OPERATIONS FUND			
Receipts			
Residential assessment	1,077,982	1,075,200	2,782
Late charges	1,068	1,340	-272
Transfer fees	12,435	10,750	1,685
Laundry	9,351	12,450	-3,099
Other Income	1,194	130	1,064
Total receipts	1,102,030	1,099,870	2,160
Disbursements			
Maintenance	524,742	495,227	29,515
Utilities	190,162	198,575	(8,413)
Administration	134,585	120,243	14,342
Insurance & Taxes	89,498	81,550	7,948
Total disbursements	938,987	895,595	43,392
Income / Deficit	163,043	204,275	(41,232)
 Transfer to Major Maintenance Fund	 235,000	 220,000	 15,000
Net Increase / Decrease in operating fund balance	(71,957)	(15,725)	(56,232)
 Operating Fund balance as of 12/31/18	 56,442	 56,442	 -
Operating Fund balance at end of period	\$ (15,515)	\$ 40,717	\$ (56,232)
 MAJOR MAINTENANCE FUND			
Receipts			
Transfer from operations fund	\$ 207,500	\$ 220,000	(12,500)
Gain/(Loss) on Investments	72,737	-	72,737
Additional Reserve Allocation			-
Interest	29,589	23,320	6,269
Total receipts	309,826	243,320	66,506
Disbursements			
Roof replacements	279,614	187,750	(91,864)
Street Maintenance	-	12,000	12,000
Pool equipment	2,792	5,000	2,208
HVAC replacement	99,600	50,000	(49,600)
Capital equipment	9,946	7,000	(2,946)
Tree Maintenance	-	12,000	12,000
Restoration - Gas Line Replacement	27,486	22,500	(4,986)
Contingency	1,151	6,000	4,849
Total disbursements	420,589	302,250	(118,339)
Excess (deficit) of receipts over disbursements	(110,763)	(58,930)	(51,833)
 Net Book Value of Fixed Assets	 535,847	 535,847	 -
Major Maintenance Fund Balance as of 12/31/18	2,070,793	2,070,793	-
Reserve Fund Balance as end of period	\$ 2,495,877	\$ 2,547,710	\$ (51,833)
 Total Funds	\$ 2,480,362	\$ 2,588,427	\$ (108,065)

Green Valley Villas West Condominium Association – October 2019 Newsletter

Account	Description	Operating	Reserves	Other	Totals
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Run Date: 10/03/19
Run Time: 11:45 AM

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Villas West Condominium Association Balance Sheet As of 08/31/19

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
1128	Washington Federal-Chking	9,434.28			9,434.28
1140	Petty Cash	50.00			50.00
1194	Washington Federal-Reserve		19,465.07		19,465.07
1196	Wells Fargo Advisors (resv)		1,745,290.20		1,745,290.20
1230	Shuffleboard Courts		4,400.00		4,400.00
1231	Office Equipment		40,992.03		40,992.03
1232	Maintenance Equipment		159,431.01		159,431.01
1234	Landscape Equipment		98,364.77		98,364.77
1240	Maintenance Building		66,094.11		66,094.11
1241	Office Building		72,989.14		72,989.14
1320	Pool Area Equipment		149,160.13		149,160.13
1340	Park Benches		2,208.60		2,208.60
1360	Street Improvements		201,733.02		201,733.02
1380	Roof Additions/Crickets		746,050.05		746,050.05
1400	Heat Pumps		1,549,783.37		1,549,783.37
1499	Less Accumulated Depreciation		(2,459,765.34)		(2,459,765.34)
1510	Supplies On Hand	5,000.00			5,000.00
	TOTAL ASSETS	14,484.28	2,396,196.16	.00	2,410,680.44
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
	Subtotal Current Liab.	.00	.00	.00	.00
RESERVES:					
2705	Operating Fund Balance	56,441.86			56,441.86
2706	Reserve Fund Balance		2,509,459.22		2,509,459.22
	Subtotal Reserves	56,441.86	2,509,459.22	.00	2,565,901.08
EQUITY:					
	Current Year Net Income/(Loss)	(41,957.58)	(113,263.06)	.00	(155,220.64)
	Subtotal Equity	(41,957.58)	(113,263.06)	.00	(155,220.64)
	TOTAL LIABILITIES & EQUITY	14,484.28	2,396,196.16	.00	2,410,680.44

October 8, 2019 Board of Directors Meeting

Committee Reports

Architectural Committee – Jim Becker

- We had 39 Architectural Requests since April 1st including sheds, new windows & doors, gates, electrical for shed laundry, satellite dishes, pavers, solar screens, painting patio floors, etc. All requests were approved.
- Over the next few months we will be reviewing the Architectural Specifications for potential updates.
- I would like to reiterate that anytime you, as a homeowner, wish to change or update anything on common ground, windows, or doors please remember to complete an Architectural Request. When in doubt, check with the office.

Budget & Finance – Chris Fisher

- Per Villas West Condominium Association By-Laws, this committee shall review the operating costs of the Association. It shall assist in preparing the annual budget for presentation to the Board. The Treasurer shall be the Chairperson of this committee.
- Members include: Jim Becker, President of the Board of Directors, Chuck Wallace and Richard Allison – Villas West owners, and Chris Fisher, Board Treasurer.
- The committee held 3 meetings, including one with Cathy Russell (General Manager) and Marcos Contreras (Maintenance Foreman). We have taken a look at projected major expenses using historical data, as well as items that require ongoing maintenance, updating and replacement.
- We are budgeting to replace 10 roofs in 2020 at \$30,000 each and 25 HVAC units at \$4,600 each. We estimate \$18,500 in maintenance and landscape equipment purchases (replace or update old, unsafe, and non-functioning inventory items). The 2020 share of the road maintenance project is \$50,000 (Total Project approximately \$120,000).
- Overall, we project a budget increase averaging 5% over the 2019 budget. The current monthly contribution of \$27,500 from the General Fund to the Major Maintenance Fund will need to be increased to help offset these expenditures.
- We also began a deep-dive into payroll expenses and employee staffing levels. Further meetings will be held with Cathy to finalize payroll projections and evaluation procedures.
- Final budget for 2020 will be presented to the Board at the November Board meeting.

October 8, 2019 Board of Directors Meeting Committee Reports (Continued)

Communications & Documents – Mary Meister

- The committee did not meet over the summer but were working on documents and the website. Thanks to Cathy Russell for getting the first website up and running. We are working on updates using the same platform. The committee will be meeting soon.
- The new accounting system should help keep owners better informed on the progress of their work orders, etc. Soon there will be an Owner Portal that can be accessed through the website. Nina and Cathy also started an owner/tenant orientation session to cover many topics for living in Villas West. The Agenda is available on the website; attendance requires a reservation – call the office.
- We have drafted updates on a variety of forms that now need to be finalized to coordinate with website changes. During the summer we updated the Board Application form as we have two Board openings for 2020. This revised form should provide owners with a little more information for making decisions. We are also looking at maybe a Q&A with prospective board members at the January Board Meeting and Fun in the Sun in December (other ways to learn about the candidates).
- Next Documents Committee priority will be material sent out in the Annual Packet (Voting material, months of residency form, contact information update, etc.). This is the only material that goes directly to members so we want to maximize our opportunity to communicate with you – please make sure we have the correct contact information for you particularly the mailing address (where you will be when the packet goes out in December).
- In the months ahead we will also be reviewing and recommending updates for things like the Employee Handbook, Job Descriptions, Architectural Specifications, Rules and Regulations and CC&R's (changes to CC&R's require a vote of the membership). We will be working with other board members and staff on these documents.

Grounds – Lila Szedlus

- Since April 25 submitted ground applications: 10 approved, 3 denied and 5 decision changes (Board will formally approve later). Six (6) are on hold for further discussion with owners.
- Homeowners are not charged for reasonable landscape requests– the Grounds Committee has a budget for this. If there are too many requests, they may be held over until the next budget or planting season.
- Common grounds only need a few plants – too many plantings hinder the crew and more time is needed to clean up. Bushes need to be pruned near bottom to prevent snakes and packrats. Weeds are taken care of when crew is in the scheduled work zone. Thanks to the residents who helped by pulling weeds around their villas (The landscapers were helping with sewer lines during the summer). Working together is what makes Villas West great.

October 8, 2019 Board of Directors Meeting
Committee Reports (Continued)

Maintenance – Tim Schaid

- Roofing work this summer was put on hold during monsoon season. Since then, 5 additional roofs have been replaced, 7 roofs repaired and 2 patio roofs replaced.
- Sewer inspections and repairs continue on a strategic section by section basis. Where needed, lines have been replaced and additional cleanouts installed. Reminder – despite what packaging says, Baby Wipes, Wet Wipes and/or disinfectant wipes ARE NOT FLUSHABLE – please dispose in garbage and not in toilet.
- There were 1,094 work orders from 4/1/2019 – 9/27/2019. 163 were HVAC related and 63 were sewer related.
- 25 HVAC units replaced this summer and the Board has authorized Cathy Russell to develop a long-range plan to replace all swamp-cooler units that still exist in Villas West with modern HVAC systems that provide air-conditioning.
- The chaining off system of trying to restrain traffic coming in from the back streets onto Tierra has not worked. Cathy Russell received written permission from the GV Fire Department authorizing our maintenance crew to design and install gates at these intersections.
- The Maintenance Committee consisting of Mike Flynn, Bruce McCleod, Bob Opoka and Board Member Tim Schaid, met via telephone conference on Monday, Sept. 30. The committee had several good questions about maintenance work in Villas West that have been forward to Cathy who is working on answers. The committee also had several maintenance suggestions for Cathy and Marcos to consider in an effort to continue making Villas West a safe, enjoyable and aesthetically pleasing place to live and I thank them immensely!
- Tim asked all in attendance to join him in thanking Marcos, Cathy and the entire maintenance staff for the excellent work they have done over the summer – also asked residents and owners to thank workers personally when they have the opportunity.

October 8, 2019 Board of Directors Meeting
Committee Reports (Continued)

Social Activities – Lila Szedlus

- Fun in the Sun Coffee – October 10: 9-11 a.m. Thank-you Lee Ann for putting it on. She will be attending every month in the future. Starting at the November 14 coffee hour (same time) in Penasco Park, if you want to bring “goodies,” let Lila know (name, phone #, what you are bringing) so she will cut back on the numbers of donuts purchased.
- Next two Fun in the Sun Coffee’s: Thursdays, November 14 and December 12 (Christmas Theme)
- Octoberfest Potluck – Saturday, October 19, in Penasco Park, from 1 p.m. to 3 p.m. Music, beer, brats provided. Bring a dish to share.
- Annual Christmas Patio Light Contest (owners and renters): Lights can be up Nov. 15 – Jan. 15. 4 prizes being given but you must sign up in office to win a prize. We have been seeing more and more lights up every year.
- Annual Christmas Party is December 14, 2019. Location is the American Legion #66 at Duval Mine Road. Starts at 4:30 p.m. with dinner at 6 p.m. Cash bar and music. Each person needs to bring a new toy for TOYS FOR TOTS or a \$5 donation for each person. Cost is \$12 for Owners/Renters and \$18 for Guests (Cash or Check). Limited to 150 people so sign up with the office.

October 8, 2019 Board of Directors Meeting
Motions Unanimously Passed by the Board

- ❖ Confirm the approval of the following:
 - Upgrade of management software to Caliber
 - Agreement with Holbrook Asphalt for preservation of streets
 - Contract with Hamstra Heating and Cooling for HVAC replacements
- ❖ Approved resolution to close access to 3 Tierra entrances from Villas West at an approximate cost of \$5,000.00
- ❖ Appointment of Bob Opoka as Chairman of Nominating Committee

October 8, 2019 Board of Directors Meeting
Summary of Owner Input

- Not enough time at end of Regular Board Meetings (business meetings) for owner's to discuss their concerns, suggestions, etc. Suggested a "special meeting" for owner input only to the board. Board is looking into setting up such a meeting in the near future – details to come soon. Also suggested using "A-Frame boards" throughout campus for announcements (like board meetings). Office indicates we may have some. Looking into implementing this idea.
- A group of owners putting together an advisory committee to present concerns/suggestions (calm, organized) to board possibly at an upcoming "special meeting" (mentioned above).
- Concern about possible illegal activity in community (Board says to call Sherriff – 911 to report).
- Contractors parking their trailers on Tierra creating a driving hazard – should be parked in a better location. Office will find alternative location for roofing/HVAC trailers.
- Concern about treatment of owners (should be treated with respect and compassion – we are all seniors) and whether work done is actually inspected as to completion and quality. Board and staff agree that work done is inspected. Looking into ways for making improvements.
- Dog waste cans need to be emptied more frequently – at least once a day or more often. Office looking at increasing pick-up.
- Concern about not replacing HVAC at first sign of trouble vs. trying to fix several times first (entire process took 20 days before it was actually replaced after fix/work/fail, fix/work/fail process). Cathy indicated that once it was determined a replacement was needed, it took 2 days. Cathy indicates most HVAC's can be replaced when not reparable in 2 days.
- Question on who can live in villas if not 55+ (e.g. owner relative when owner not actually living in villa, renter's relative who is not 55+, etc.). Need clarification or possible changes in CC&R's.

Homeowner Reminders

Contact Information

- Contact Information for Owners – please update with office by phone, email, at office.
- Tenant information – please complete form and submit to office (on website or available in office)

Driving

Speed limit is 15 miles per hour. Remember there are lots of older people in Villas West.

Pools

- Do not prop doors open to bathrooms – allows unwanted critters to move in.
- Be sure that the pool gate locks behind you to prevent unauthorized people using pool.

Quiet Hours

- From 10:00 p.m. to 7 a.m.

Parking

- Parking Permits – everyone must have a permit for every car (owners and tenants).
- Park only in assigned parking unless granted written permission (need on file in office). If you have two cars, one can be parked in overflow parking off Tierra - DO NOT use visitor parking as your second spot, these are reserved for visitors.
- Please do not park over the sidewalk – not only does it make it easier for packrats to get in your engine, but it makes it harder for people with scooters/wheelchairs/walkers to get down the sidewalk.

Dogs/Pet Owners

- Dogs and cats must be restrained on a hand held leash outside unit. Pet waste must be cleaned up and disposed of in “doggie” trash containers or your garbage. Containers are placed through the complex for your convenience. Area around pools not dog areas.
- No pets are allowed at the pools (unless Certified Service Dog – office will need a record). Dogs swimming in the pool is a violation of Pima County Health Code and can cause us to lose our pool license.

Sewers

- NO Eggshells in your garbage disposal – they do not break down and get stuck in the sewer line – they don’t flow through. NO GREASE down sink, grease goes in garbage.
- Do not put anything except toilet paper in your toilet (no paper towel, no WIPES of any kind, no diapers of any kind, nothing but toilet paper).
- Sewer lines are located mostly behind the villas (sidewalk in back). You will see the clean-out metal covers in the sidewalk. If you see one with anything coming out of it, call the office and let them know where it is.
- Oleanders will only be removed near the sewer lines.

Homeowner Reminders

Sidewalks

- Some sidewalks still have uneven pavement and are marked (with yellow paint) as a trip hazard. Please be careful. Report any trip hazards to the office that are not already marked – Thank you.

HVAC

- Be sure to change your filter at least every 3 months (or more often). Available at the office or call office and someone will come out and change it for you.

Recycle and Trash (Trash pick-up Monday and Thursday)

- Please break down your boxes before putting in the bin so there is room for other people's recycle. See list of what can/cannot be recycled on last page and on website.
- Recycle material should be thrown in loose – not in plastic bags. NO GARBAGE (furniture, blinds, vacuums, and other "stuff" that does not fit into your garbage can). Larger garbage items must be taken to the Sahaurita transfer station on La Canada or kept until the next bulk item pick-up scheduled with Titan trash (to be announced in the future).

Curbside Pick-Up for Landscape Debris Only

- Bag your leaves and trimmings and leave them at the curb near the street and the crew will pick up on their rounds (try to have out before 2 p.m.). Garbage that does not fit in your can is your responsibility – take to Sahuarita Landfill located at 16605 S. La Canada.

Villa Alterations/Satellite Dish, etc.

- Best to check with the office on any alterations you might be considering. They will give you the appropriate forms required. This includes satellite dishes, cable installation or anything else that may involve the roof or penetration of exterior walls. Always best to just check with the office first. Installations requiring someone on the roof must be coordinated with the office during normal working hours (M-F).

Painting

- Letters are sent out prior to painting with all the information you need about moving items out of the way and back. The Association will not be liable for any damage or loss to items left on the patio (furniture will be moved by crew as needed).

Wildlife

- Do not feed! Hummer feeders okay – falling birdseed attracts rodent – keep clean. All garbage should be in your garbage container with the lid closed.

Property Vesting Changes

- It is imperative that the office be notified if there are any changes in vesting on your property. If you have recorded a "Beneficiary Deed", transferred property into an LLC or if one owner has passed, the office needs documentation to update your records.

Homeowner Reminders

Insurance Coverage for Your Villa

- The association is not responsible for damages to the inside of the villa caused by roof leak (Section 5.1 of the CC&R's). Also, if there is an insurance claim applicable to the Association policy which has a \$5,000.00 deductible, the villa owner(s) benefitted by the claim are responsible for the deductible.
- All villas owners should have their own "HO6" insurance policy to cover their personal property and any betterments made to their villa. In addition, check with your insurance policy to see if it currently provides for "gap" insurance to cover the \$5,000.00 deductible. American Family is the current Association's liability carrier and they provide gap coverage on any "HO6" policy written for a villa. You may want to be sure your insurance policy covers "loss of use" in the event you cannot stay in your villa due to some insurance claim.
- If your villa is being leased, you should also talk to your insurance company about "loss of income" due to some insurance claim. If you have long term renters, you should also talk to them about having "renters insurance" to cover their personal property and the cost of housing in case they must move out of their villa due to some insurance claim.

Leasing Your Villa (CC&R's – 4.17)

- Requires all leases are in writing, for a term of not less than 30 days, and one occupant must be at least 55 years of age. All residents must register their vehicle at the office and obtain a parking sticker whether they are short or long term.
- Upon leasing your unit(s), you must promptly notify the Association office of the commencement date and termination of the lease and the names of each lessee or other person who will be occupying the unit during the term of the lease as well as government issued identification that bears a photograph and confirms the tenant meets the age restriction requirement.
- You are responsible for your tenants; the office is not a "rental/landlord" substitute for you. Stop by and pick up a copy of Living in Villas West and the Rules and Regulations. Encourage tenants to check the bulletin boards in the Pool and Laundry areas and the office for information regarding Villas West.
- Advise tenants to call the office with heating/cooling problems and roof leaks. All other issues must be reported to you the owner first. Grounds and Architectural requests must come from the owner of the unit.
- Arizona Condominium Act (33-1260-01 C & D – related to leasing) allows the association to charge a fee of not more than twenty-five dollars (\$25.00). The fee may be charged for each new tenancy for that unit but may not be charged for a renewal of a lease. The Board has not instituted a fee, but may consider one in the future to reimburse the Association for administrative time related to rentals (short term rentals in particular).

Welcome Back – Returning for the Season

For those of you returning for the season, the following is a quick checklist:

- We need a 3-business day written notice (email or letter) to turn the water on (form available on the website or in the office if needed), turn on the hot water heater and check your heating/cooling unit. We must have a key on file in order to enter your unit to check for water leaks and that the HVAC is working properly. (Entry Permission Form available on website or in the office).
- Change mailing address/contact information with the office.
- Change air filter. Call office if you would like someone to come out and install. Installations done on Wednesdays. Filters are available in the office.
- Look for any water stains that possibly occurred during our monsoon season; if damage is noticed, please contact our office.
- Remove rock from trash can lid.
- Make sure that all patio landscaping is trimmed back from all structures such as roofs and patio walls.
- Upon returning, check your heating and cooling for proper working condition. If you encounter any problems, call our office as soon as possible so we can get a Tech out to check your system.
- If your thermostat is not working, check your batteries and see if they need to be replaced. Our staff will be happy to help in changing them out.
- All vehicles must have a parking permit including all tenants, long and short term. Please make sure your parking sticker is visible on your vehicle (back rear bumper or rear window). Or, come in to the office to register a new vehicle or to receive a replacement sticker.
- If your pool/laundry key is not working, come to the office for a replacement key.

Social Activities/Events and New Owners

The following highlights social activities around Villas West:

Shuffleboard

- Join group for shuffleboard 8:30-9:00 a.m. Fridays (N Sarta Courts)
- Don't know how to play – no problem, they will teach you. Coffee provided and treats are welcomed.
- Additional courts just north of South Pena pool.

Horseshoes (Pit across from the office)

- Join the group on Thursdays at noon. Bring your drink of choice and a chair.
- Please keep in mind that the staff parking spots are for staff and may be empty as they are on lunch and will be back. Please do not block office access and make sure your vehicle is not impeding traffic or parking.

Fun in the Sun Coffee (and treats)

- Second Thursday of every month, October through April, 10:00 a.m. in Penasco Park.

Yard Games on Loan in Office

- The office has: Corn Hole, Bocce Ball, Disc Golf and Croquet available – check with the office on procedures for checking out for use by all residents.

Octoberfest, Christmas Party, St. Patrick's Day Party

- As these types of get-togethers are planned, additional information will be provided.

New Owners

We would like to welcome all our new owners to Villas West

- **Between March 29, 2019 and October 2, 2019, we had a total of 34 new owners.**
- **Please remember to sign up for our Monthly Owner Orientation Meetings, held on the 3rd Friday of each month. An RSVP to the office is necessary.**

CLASSIFIED ADVERTISING

Classifieds

(call the office to learn how to place an ad in this section)

Prices for newsletters are per issue, Web posting are per month. If you would like to renew for Web posting each month, please notify the office by the 5th of each month or the ad will be taken off the Web.

Business Card:	\$10.00
Quarter Page:	\$15.00
Half Page:	\$20.00
Full Page:	\$30.00

Do you have a rental,
a unit you want to sell,
looking to purchase or rent a unit?

YOUR AD HERE

Local Services

Emergency: 911

Pima County Sheriff Dept.: report crime/suspicious activity (520) 351-4900,
Green Valley District Office (520) 351-6711

Snake Removal: (520) 629-9200

Telephone/Internet: Cox (520) 884-0133, Century Link 1-800-491-0118

Electric: Tucson Electric Power (520) 623-7711, (800) 328-8853,
Electric Emergency Call (520) 623-3451

Gas: Southwest Gas Company (877) 860-6020, Emergency (520) 746-1076

Cable TV: Cox (520) 884-0133, (888) 751-9138

Trash/Waste: Titan Trash – if no pickup (520) 393-7891

Mail: (520) 625-4221, Green Valley Main Post Office, 50 E. Continental Rd, Green Valley, AZ 85622

Newspaper: Green Valley News (520) 625-5511

Titan Trash – Recycling List (Office: 520-382-1009)

Customerservice@titantrash.biz

- Have materials out by 7:00 a.m. on day of pick-up (**Monday and Thursday**)
- Box sharp items such as thorns and cactus or syringe needles – drivers may not pick up unless contained.
- We **DO NOT accept:** wet paint, motor oil, automotive waste, construction materials, or any materials generated by an outside contractor.
- Plastic Bags are not recyclable. All **large items** (vacuums, rugs, wood, TV's, etc.) must be taken to the local landfill – we will not haul these off.

Recycle these items: Newspapers, brown paper bags, paperboard (cereal/shoe boxes), milk cartons & drink boxes, molded fiberboard (egg cartons), magazines, catalogs, phonebooks, printer/writing paper, mail (windows and labels ok), brochures, pamphlets folders, card stock, plastic (PETE) bottles such as soda, water, plastic (HDPE) bottles & jugs (milk, juice, liquid detergent, shampoo, etc.), aluminum cans, steel/tin cans (non-hazardous aerosol cans ok), glass food & beverage bottles and jars. All food contaminated items (containers) should be relatively clean and free of food residue.

NOT Recyclable: Plastic bags, yard/landscape debris, wide mouth plastic containers/tubs, buckets/pails, paper plates/cups, towels, napkins, tissue paper, Styrofoam/packing peanuts, aluminum foil/pie plates, hazardous items, medical supplies, electronics or batteries, clothes/fabric.